

EODMUSEVENTEENINST 5100.2C
N71/
31 Jul 02

EODMU SEVENTEEN INSTRUCTION 5100.2C

Subj: COMMAND SAFETY PROGRAM

Ref: (a) OPNAVINST 5100.23E
(b) OPNAVINST 5102.1C
(c) OPNAVINST 3120.32C

Encl: (1) EODMUSEVENTEEN Safety Checklist
(2) Mishap/Near Mishap Report Form
(3) Safety Hazard Report Form
(4) Commanding Officer's Navy Occupational Safety and Health Policy Statement

1. Purpose. To set forth the policy for implementation, utilization, training and monitoring of the EODMU SEVENTEEN safety program.

2. Cancellation. EODMUSEVENTEENINST 5100.2B

3. Objective. To enhance the operational readiness of EODMU SEVENTEEN by preventing accidents and injuries to personnel and damage to material.

4. Safety Program Organization:

a. Safety Council - The Safety Council is the driving force of the command's safety program. The council acts upon observations forwarded by the Safety Committee, reviews progress, establishes priorities, and monitors the overall safety program. The Safety Council will convene at least quarterly or when called by the chairman; record minutes of the proceedings will be forwarded under the chairman's signature to the Commanding Officer. The Safety Council consists of:

- (1) Chairman - (XO)
- (2) Safety Officer
- (3) Department Heads

b. Safety Committee - The Safety Committee is the backbone of the command's safety program. Members will have an in-depth knowledge of the material readiness of their spaces and working habits of their people. As such Safety Committee members are in an optimum position to eliminate material safety hazards, teach safe work habits and immediately correct unsafe work procedures.

EODMUSEVENTEENINST 5100.2C
31 Jul 02

The Safety Committee provides the forum to address any safety problems that cannot be resolved at the division level and to make recommendations for safety program improvement. The Safety Committee will normally convene on the first Monday of each month. Recorded minutes of the proceedings will be forwarded to the Commanding Officer. The Committee membership consists of:

- (1) Chairman - Safety Officer
- (2) Command Senior Enlisted Advisor
- (3) Department Safety Supervisors from Admin, Logistics, Maintenance, communications, Training/Operations Departments
- (4) Chief Master at Arms

5. Specific Responsibilities:

a. The Executive Officer is appointed as the program manager. He will ensure that an effective unit safety program is maintained by:

- (1) Chairing the safety council
- (2) Establishing unit priorities
- (3) Implementing and effectively maintaining a Plan of Action and Milestones (POA&M) for safety discrepancy resolutions
- (4) Overseeing training

b. The Safety Officer will:

(1) Advise the Commanding Officer in all Safety matters, develop safety initiatives and coordinate safety matters.

(2) Monitor the Command's Safety Program, chair monthly safety committee meeting and prepare council agenda items prior to Safety Committee meetings.

(3) Maintain Master files for:

- (a) The Command Hazard Abatement Log
- (b) Safety Training Log
- (c) Safety Committee meeting minutes

(4) Maintain the Unit Safety Program Library to include at a minimum, these publications:

- (a) OPNAVINST 5102.1C (ACCIDENT INVESTIGATION AND REPORTING)
- (b) OPNAVINST 5100.2E w/ch-1 (NAVOSH)

- (c) NASWHIDBEYINST 5100.27C
- (d) NAVSURFPAC SHIPS SAFETY BULLETINS (2 Year File)
- (e) COMNAVSURFPAC SAFETY BULLETINS (1 Year File)
- (f) COMEODGRU ONE COMMAND INSPECTION GUIDE (Safety Section)
- (g) SPAWARINST 5100.9 (series)

(5) Sign and forward Safety Committee minutes to the Commanding Officer.

(6) Liaison with the Training Officer.

(7) Attend Naval Air Station Whidbey Island Enlisted Safety Committee meetings.

(8) At a minimum, conduct monthly command safety inspections using enclosure (1).

c. Department Heads will formally designate Department Safety Supervisors (E-5 and above).

d. Department Safety Supervisors will:

(1) Ensure that their spaces are hazard free and department/division personnel are practicing sound safety procedures at all times.

(2) Attend monthly Safety Committee meetings.

(3) Identify, report and eliminate material safety hazards.

(4) Conduct at least two (2) formal safety briefings per month to their respective department/divisions and submit training accomplished memorandum reports to the Safety Officer via their chain of command.

(5) Ensure fire fighting equipment in their respective spaces is in satisfactory operating condition at all times.

6. Records and Reports:

a. Records.

(1) Command Hazard Abatement Log. The Command Hazard Abatement Log will be maintained by the Safety Officer. It will list all command material safety discrepancies, forecasted and actual correction dates, and brief summaries of what remedial action was taken.

(2) Safety Training Accomplished Log. This log will be maintained by the Safety Officer. As a minimum, it will document the date, time, duration, subject instructor and attendees at all command safety training sessions.

b. Reports. Reference (b) contains definitions of mishaps and injuries which must be reported to the Commander, Naval Safety Center.

(1) Mishap and Injury Reports. Mishaps and Injury reports required by higher authority should be submitted in accordance with applicable OPNAV and COMNAVSURFPAC directives. The Safety Officer shall retain a copy of all mishap and injury reports. Reports not required by higher authority shall be retained by the cognizant department head and by the Safety Officer for statistical and analytical purposes. Enclosure (2) provides guidance and instructions for reporting mishaps/near mishaps.

(2) Casualty Reports. Casualty reports will be submitted by the Safety Officer in accordance with reference (a).

(3) Safety Hazard Reports. Safety Hazard Reports, enclosure (3), will be distributed to all work centers by the Department Safety Supervisors and are to be utilized by Safety Supervisors to report hazardous conditions in accordance with the instructions on the form. The Safety Officer will record all Safety Hazard Reports in the Command Hazard Abatement Log.

7. Training. The safety training of the work force must be planned and directed by the Safety Council. Safety training must be ongoing and consistent. Training completed must be documented. Maximum use should be made of educational materials received from outside sources such as Navy training films, safety notes, and various publications issued by the Naval Safety Center. Reference (b) established responsibilities and procedures within the Navy for implementation of the Navy Hazardous Materials Information System (NHMIS).

a. Department training. All assigned personnel will receive at least one formal safety briefing per quarter. Training will be conducted by department/division safety supervisors and Department Heads at Stand-Up safety briefings in the work centers or at quarters for muster. The Safety Officer will maintain a master file of all safety training conducted. Department Heads will forward safety training conducted in the work centers or at quarters to the Safety Officer by memorandum/muster sheet within two working days following training. The memorandum/muster sheet shall include the subject matter, the instructor, date of training, the duration and the names of the trainees.

b. Dive Safety. All matters pertaining to diving will be in accordance with the U. S. Navy Diving Manual.

c. Safety Supervisors will:

(1) Ensure that their spaces are hazard free and department division personnel are practicing sound safety procedures at all times.

(2) Attend monthly safety Committee meetings.

(3) Identify, report and eliminate material safety hazards.

8. Coordination of the Safety Program. Cooperation between Department Heads is necessary where personnel of one department operate equipment or perform evolutions under the control of another department. In such cases the responsibilities for teaching and enforcing safety precautions relating to that specific operation rest with the controlling Department Head.

9. Evaluation of the Safety Program. The Safety Council will monitor the effectiveness of the safety program. Evaluation may be formal or informal and will include use of the following indicators:

a. A rise or decline in the mishap rate.

b. A rise or decline in the number of observed unsafe practices or safety hazards.

c. The progress made in the correction and prevention of unsafe situations or practices.

d. The degree of acceptance and interest in the safety program.

e. The effectiveness of the 3M system.

f. Adequacy of routine or Safety Official's Inspections with regard to mishap prevention.

g. Correction of inspection discrepancies or submission of work requests.

h. Adequacy of supervision for route work.

i. Adequacy of supervision for safety organization evolutions.

j. Adherence to prescribed operating and maintenance procedures.

10. Control of the Safety Program. Responsibility for control of the safety program rests with personnel designated in this instruction. Control is exercised through the following:

a. Inspections. Department safety supervisors shall conduct informal daily checks to ensure that safety devices are properly installed and working as designed. If inoperative safety devices are identified, the equipment will be tagged out of services. The

EODMUSEVENTEENINST 5100.2C
31 Jul 02

discrepancy will be brought to the attention of safety program officials who log it and ensure repairs are accomplished as quickly as possible. A Safety Hazard Report, enclosure (3), shall be completed by the department safety official concerned and forwarded through the chain of command in accordance with the report instructions.

b. Personnel Observation. Personnel observed violating safety rules should be corrected on the spot. Enclosure (2) shall be used to notify others of the circumstances.

c. Supervision. Supervision of personnel in safety matters is essential, particularly in the formative stages of training when proper habits and reflex actions are established. Mishap prevention will be part of the daily supervisory duties of all levels of the chain of command.

d. Self-Enforcement. The best policing system is one of self-enforcement by supervisors and the work force. Complacency, haste and the "it can't happen to me" attitude all tend to detract from an effective self-policing system. The command safety organization must continually monitor the measures taken to ensure that the unit meets established safety standards and criteria.

D. J. WATKINS

Distribution: (EODMUSEVENTEENINST 5216.1E)
List I (Case 1)
II (Case 1)